BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

MANPOWER STANDARD 43A0T3

1 JULY 2001

Manpower Standard

SECURITY FORCES SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces Squadron, Support mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces Support function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

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1. STANDARD DATA.

1.1. Approval Date: 1 July 2001.

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation: $Y = 104.7 + 4.545X$.

1.4. Workload Factor.

1.4.1. Title: Total Military Population Supported.

1.4.2. Definition: The average monthly military population supported within the 204th Security Forces Squadron.

1.4.3. Source: Unit Manning Document (UMD) (34 Command File Part B) maintained by ANG/XPMM.

1.4.4. Points of Contact.

1.4.4.1. Functional: Major Daniel Steiner, ANG/204SFS

1.4.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 761.44$.

2.3.2. $Y_L = 456.86$.

2.4. Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table Attachment 3 to determine required AFSCs.

3. STATEMENT OF CONDITIONS. The conditions listed below had no affect on the development of this standard: minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 37-123, *Management of Records*

AFI 37-138, *Records Disposition, Procedures, and Responsibilities*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

AF - Air Force

AFSC - Air Force Specialty Codes

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

APMP - Automated Publications Management Program

BFM - Body Fat Measurement

CAMS - Core Automated Maintenance System

CDC - Career Development Course

EPR - Enlisted Performance Report

FMB - Financial Management Board

MEP - Management Engineering Program

MPF - Military Personal Flight

NGB - National Guard Bureau

OJT - On-the-job Training

OPR - Officer Performance Report

PDO - Publications Distribution Office

PIF - Personal Information File

PME - Professional Military Education

POD - Process Oriented Description

PSI - Personnel Security Investigation

RUTA - Rescheduled Unit Training Assembly

SAV - Staff Assistance Visit

SEI - Special Experience Identifier

TCO - Test Control Office

TDY - Temporary duty

UGT - Upgrade Training

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION
SECURITY FORCES SUPPORT

Table A2.1. Listing of Functional Processes.

1.	MANAGEMENT.
1.1.	ADMINISTERS PERSONNEL.
1.1.1.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the work center.
1.1.2.	RATES PERFORMANCE.
1.1.2.1.	PREPARES PERFORMANCE REPORT. Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.
1.1.2.2.	INDORSES PERFORMANCE REPORT. Develops endorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed report.
1.1.2.3.	NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
1.1.2.4.	MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion, and processes suggestion received for evaluation.
1.1.2.5.	MONITORS TRAINING. Reviews training record and monitors progress of subordinate.
1.2.	SUPERVISES PERSONNEL.
1.2.1.	SCHEDULES PERSONNEL. Schedules subordinate supervisor to provide adequate supervisory coverage in proportion to each shift’s workload. Schedules leaves and passes.
1.2.2.	DEVELOPS DIRECTIVE. Develops policy, plan, procedure, operating instruction, checklist, and performance standard by researching, drafting, proofreading typed copies, and signs.
1.3.	DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY.

1.3.1.	MONITORS WORK PRIORITY. Monitors scheduled and unscheduled work priority.
1.3.2.	PROVIDES GUIDANCE. Translates the broad management objectives of the unit commander into technical guidance and direction to subordinate supervisors for work force management.
1.4.	ASSISTS UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.
1.5.	MONITORS SPECIAL AND RECURRING PROJECT OR PROGRAM.
1.6.	REVIEWS INCOMING AND OUTGOING COMMUNICATION. Reviews incoming distribution for information and necessary action. Reviews outgoing distribution for completeness, accuracy of content, and signs, when necessary.
1.7.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data for the purpose of evaluating each work center, and identifies exception or trend that requires management attention. Reviews quality control report, makes comment, and signs, when required.
1.8.	INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.
1.9.	INVESTIGATES ACCIDENT OR INCIDENT. Investigates ground or explosive incident and prepares required report.
2.	TRAINING.
2.1.	MANAGES FORMAL ENLISTED SPECIALTY TRAINING.
2.1.1.	MANAGES CAREER DEVELOPMENT COURSE (CDC).
2.1.1.1.	ORDERS CDC.
2.1.1.2.	RECEIVES CDC PACKAGE. Reviews package to ensure proper course was received and contents are complete.
2.1.1.3.	ISSUES CDC. Issues CDC material to the supervisor and trainee; briefs supervisor and trainee on proper use of CDC material.
2.1.1.4.	VERIFIES REQUEST FOR EXTENSION. Verifies and forwards request for CDC enrollment extension to Extension Course Institute; notifies supervisor of decision.

2.1.1.5.	ADJUSTS COMPLETION DATE. Adjusts CDC estimated completion date when notified by supervisor of change.
2.1.1.6.	ENSURES ELIGIBLE AIRMEN ARE ENTERED INTO UPGRADE TRAINING (UGT).
2.1.1.6.1.	ENSURES AIRMAN RENDERED INELIGIBLE IS REMOVED FROM CDC TRAINING.
2.1.1.6.2.	IDENTIFIES PERSONNEL IN CDC TRAINING NOT LATER THAN 30 DAYS PRIOR TO REACHING MAXIMUM TRAINING TIME.
2.1.1.6.3.	REVIEWS MONTHLY ENLISTED SPECIALTY TRAINING ROSTER. Reviews training roster for accuracy and returns corrected copy to Training Manager.
2.1.1.6.4.	ENSURES ACCURACY OF CDC DATA INPUT INTO AUTOMATED PERSONNEL DATA SYSTEM, CORE AUTOMATED MAINTENANCE SYSTEM (CAMS), OR CDC COMPUTER PROGRAM.
2.1.1.7.	PERFORMS CDC TEST CONTROL OFFICE (TCO) FUNCTION. Maintains TCO account of controlled forms/tests.
2.1.1.8.	ADMINISTERS END-OF-COURSE EXAMINATION.
2.1.1.9.	ENSURES THAT ENLISTED SPECIALTY TRAINING INFORMATION ON CDC POLICY AND PROCEDURE IS ACCURATE AND CURRENT.
2.1.1.10.	PROVIDES ADVICE AND ASSISTANCE TO UNIT PERSONNEL CONCERNING CDC MATTER.
2.1.1.11.	MEETS WITH BASE, HOST, OR GR0UP TRAINING AND PERSONNEL TO REVIEW TRAINEE'S PROGRESSION.
2.1.2.	MANAGES ON-THE-JOB (OJT) TRAINING.
2.1.2.1.	MONITORS TRAINEE PROGRESSION. Monitors trainee's progress and identifies problem. Establishes and monitors upgrade suspense action.
2.1.2.2.	PROVIDES ASSISTANCE. Provides assistance and makes recommendation to unit personnel on training matters.
2.1.2.3.	OBTAINS TRAINING MATERIAL. Orders or develops formal training material.
2.1.3.	PREPARES AF IMT 2096, *CLASSIFICATION/ON-THE-JOB TRAIN1NG ACTION*, AFFECTING AIR FORCE SPECIALTY CODE (AFSC) OR UGT STATUS. Ensures eligibility and completion of training requirement.

2.2.	MANAGES PROFESSIONAL MILITARY EDUCATION (PME), SPECIAL TRAINING, AND FORMAL SCHOOL (AFSC) TRAINING.
2.2.1.	VERIFIES ELIGIBILITY OF APPLICANT.
2.2.2.	MONITORS INDIVIDUAL’S WEIGHT. Ensures each individual departing for school is in compliance with the weight management program.
2.2.3.	PREPARES AND PROCESSES APPLICATION FOR FORMAL TRAINING.
2.2.4.	PREPARES ORDER FOR FORMAL TRAINING.
2.2.5.	NOTIFIES INDIVIDUAL AND WORK CENTER SUPERVISOR OF SCHOOL QUOTA SELECTION.
2.2.6.	BRIEFS DEPARTING PERSONNEL.
2.2.6.1.	BRIEFS PERSONNEL ON LEAVE POLICY, CLOTHING REQUIREMENT, ETC.
2.2.6.2.	ENSURES UNIT CLEARANCE HAS BEEN ACCOMPLISHED BY PERSONNEL, FINANCE, TRAFFIC MANAGEMENT OFFICE, AND THE SQUADRON.
2.2.7.	MONITORS INDIVIDUAL’S PROGRESS WHILE ATTENDING FORMAL TRAINING.
2.2.8.	MAINTAINS FORMAL SCHOOL FOLDER.
2.3.	MANAGES TRAINING SCHEDULE.
2.3.1.	SCHEDULES TRAINING OR TESTING. Reviews request, roster, or other data to identify personnel requiring training or testing. Coordinates training and/or testing and notifies appropriate personnel.
2.3.1.1.	SCHEDULES END-OF-COURSE EXAMINATION.
2.3.1.2.	SCHEDULES AIR FORCE READING ABILITIES TEST.
2.3.1.3.	SCHEDULES ENLISTED SPECIALTY TRAINING ADVISORY COURSE.
2.3.1.4.	SCHEDULES ANCILLARY TRAINING.
2.3.1.5.	SCHEDULES GROUP/HOME STATION MOBILITY TRAINING.
2.3.1.6.	SCHEDULES MUNITIONS CUSTODIAN TRAINING.

2.3.1.7.	COORDINATES FIELD TRAINING DETACHMENT MAINTENANCE TRAINING FOR NEW EQUIPMENT.
2.3.1.8.	COORDINATES AIR FORCE INSTITUTE OF TECHNOLOGY TRAINING CLASS.
2.3.1.9.	SCHEDULES OTHER TRAINING OR TESTING.
2.4.	PREPARES UNIT TRAINING ASSEMBLY (UTA) TRAINING MATERIAL.
2.5.	PREPARES FOR AND TEACHES ENLISTED SPECIALTY TRAINING ADVISORY COURSE.
2.5.1.	PREPARES FOR AND TEACHES COMMANDER/STAFF OFFICER, ENLISTED SPECIALTY TRAINING FAMILIARIZATION (GENERAL) COURSE.
2.5.2.	PREPARES FOR AND TEACHES INSTRUCTIONAL SYSTEMS DEVELOPMENT APPLIED TO THE WORK CENTER COURSE.
2.5.3.	PREPARES FOR AND TEACHES TRAINING-THE-TRAINER COURSE.
2.5.4.	PREPARES FOR AND TEACHES SUPERVISOR ENLISTED SPECIALTY TRAINING COURSE.
2.6.	PERFORMS STAFF ASSISTANCE VISIT (SAV).
2.6.1.	CONDUCTS SAV.
2.6.1.1.	DEVELOPS SAV SCHEDULE.
2.6.1.2.	CONDUCTS ANNUAL FORMAL ON-THE-JOB TRAINING (OJT) SAV.
2.6.1.2.1.	COORDINATES VISIT.
2.6.1.2.2.	TRAVELS TO AND FROM WORK CENTER.
2.6.1.2.3.	REVIEWS TRAINING DOCUMENTATION.
2.6.1.2.4.	ASSESSES QUALITY OF TRAINING.
2.6.1.2.5.	PERFORMS FOLLOW-UP VISIT.
2.6.2.	CONDUCTS INFORMAL ASSISTANCE VISIT. Travels to appropriate section, conducts an informal assistance visit and prepares a memorandum for record.

2.7.	PERFORMS TRAINING INFORMATION MANAGEMENT.
2.7.1.	MAINTAINS UNIT TRAINING INFORMATION. Compiles training information, develops statistics, and determines trend.
2.7.2.	COORDINATES AND PROCESSES AF IMT 2096 FOR SHREDOUT OR SPECIAL EXPERIENCE IDENTIFIER (SEI). Coordinates and processes AF IMT 2096 that adds/deletes shred out or SEI.
2.7.3.	ENSURES ACCURACY OF PERSONNEL DATA SYSTEM INPUT OTHER THAN CDC.
2.7.4.	PROCESSES REQUEST FOR WAIVER OF MANDATORY REQUIREMENT FOR AWARD OF AFSC.
2.7.5.	MAINTAINS PERSONNEL TRAINING DATA.
2.7.5.1.	PROVIDES COPY OF MONTHLY OJT ROSTER TO WORK CENTER.
2.7.5.2.	MAINTAINS, PUBLISHES, AND DISTRIBUTES MONTHLY OJT STATISTICS. Forwards statistics to host/group training office.
2.7.6.	PREPARES NEW TRAINING RECORD.
2.7.7.	CONDUCTS NON-UTA OJT MEETING.
2.7.7.1.	SCHEDULES MEETING. Schedules facility and notifies personnel.
2.7.7.2.	PREPARES AGENDA. Gathers information and prepares agenda.
2.7.7.3.	CONDUCTS MEETING. Disseminates pertinent information and collects attendance.
2.7.7.4.	DOCUMENTS MEETING. Prepares and disseminates minutes.
2.7.8.	CONDUCTS INTERNAL SELF-ASSESSMENT INSPECTION AND PROVIDES REPORT TO THE COMMANDER.
2.8.	ASSISTS SECURITY FORCE TRAINING NCO WITH ANCILLARY TRAINING. Coordinates classroom assignment and updates unit data system.
2.9.	SUBMITS HIGHER HEADQUARTERS TRAINING REQUIREMENT.
2.9.1.	VALIDATES WORK CENTER TRAINING REQUIREMENT.
2.9.2.	CONSOLIDATES AND SUBMITS ANNUAL TRAINING REQUIREMENT.

2.9.3	REQUESTS SUBSTITUTION TO PREVIOUSLY ALLOCATED QUOTA.
2.10.	MANAGES UNIT TRAINING.
2.10.1.	PREPARES MASTER TRAINING PLAN FOR UNIT.
2.10.2.	ADJUSTS MASTER TRAINING PLAN AS NEEDED.
3.	PERSONNEL.
3.1.	PERFORMS PERSONNEL ADMINISTRATION.
3.1.1.	MONITORS ENLISTED PERFORMANCE REPORT. Establishes suspense; monitors suspense; reviews for continuity and accuracy; corrects minor error, initials; forwards to the MPF; and clears suspense.
3.1.2.	CONTROLS RECOMMENDATION FOR DECORATION.
3.1.2.1.	CONTROLS DÉCOR I, DECORATION SUBMISSION CONSIDERATION. Receives DÉCOR I from MPF; suspense’s DÉCOR I action; acquires commanders concurrence or nonoccurrence; forwards to supervisor, receives from supervisor, logs action dates on suspense slip; and forwards to MPF.
3.1.2.2.	CONTROLS DÉCOR VI, RECOMMENDATION FOR DECORATION. Receives DÉCOR VI from MPF; suspense DÉCOR VI action; forwards to supervisor, reviews for quality control of narrative; logs action dates on suspense slip; and forwards to MPF.
3.1.3.	PROCESSES INCOMING OR OUTGOING PERSONNEL.
3.1.3.1.	PROCESSES INCOMING PERSONNEL. Logs newly arrived individual onto Alpha Roster; assigns individual to duty section and annotates phone number; creates a Personal Information File (PIF) and files order in PIF, briefs individual on in-processing checklist, notifies individual of MPF in-processing date; notifies supervisor of individuals arrival; and files checklist in PIF.
3.1.3.2.	PROCESSES OUTGOING PERSONNEL. Removes individual from roster, terminates the PIF; verifies documentation; annotates checklist; and forwards documentation to appropriate agency.
3.1.4.	MANAGES RESCHEDULED UNIT TRAINING ASSEMBLY (RUTA) ATTENDANCE
3.1.4.1.	MAINTAINS/ANNOTATES NGB 633, *ATTENDANCE ROSTER*, AND FORWARDS TO APPROPRIATE AGENCY.

3.1.4.2.	VERIFIES RUTA ATTENDANCE IS WITHIN RESTRICTIONS OF ANGI 36-2001, *MANAGEMENT OF TRAINING AND OPERATIONAL SUPPORT WITHIN THE AIR NATIONAL GUARD*.
3.1.4.3.	CERTIFIES NGB 105M, *AUTHORIZATION FOR INACTIVE DUTY TRAINING*, FOR UTA MAKEUP.
3.1.4.4.	MONITORS UTA ATTENDANCE/MAKE UP. Monitors attendance/make up and initiates action for nonparticipation.
3.1.4.4.1.	PREPARES CERTIFIED LETTER OF NOTIFICATION OF NONPARTICIPATION AND FORWARDS COPY TO SUPERVISOR AND MPF.
3.1.4.4.2.	MAINTAINS CASE FILE.
3.1.5.	PROCESSES SELECTIVE RETENTION ACTION.
3.1.5.1.	REVIEWS SELECTIVE RETENTION ROSTER FROM MPF.
3.1.5.2.	COORDINATES ACTION WITH COMMANDER.
3.1.5.3.	PREPARES LETTER TO SUPERVISOR OF INDIVIDUAL ON ROSTER.
3.1.5.4.	PREPARES NGB 27, *FEDERAL RETENTION EVALUATION / RECOMMENDATION*. Initiates NGB 27; forwards to supervisor, receives from supervisor; types form; and obtains signatures.
3.1.5.5.	PROCESSES ROSTER. Annotates roster, attaches documentation, and forwards to MPF.
3.1.6.	MANAGES PERSONNEL ACTION. Reviews and coordinates action; prepares appropriate form; updates applicable roster, and forwards to MPF.
3.1.6.1.	COORDINATES ASSIGNMENT ACTION WITH MPF.
3.1.6.2.	COORDINATES DUTY STATUS CHANGE WITH MPF.
3.1.6.3.	MONITORS PHYSICAL PROFILE CHANGE. Reviews, distributes, and files physical profile change.
3.1.6.4.	VERIFIES EMPLOYMENT STATUS. Evaluates request and releases information when warranted.
3.1.7.	PROVIDES ASSISTANCE. Counsels unit member with a personnel problem; determines nature of problem; assists member in arriving at a solution or alternate course of action; and refers member to proper agency to obtain assistance.

3.2.	MANAGES CAREER DEVELOPMENT.
3.2.1.	PROCESSES REENLISTMENT/EXTENSION OF ENLISTMENT ACTION. Coordinates determination of retention suitability, prepares and/or indorses associated documentation, and forwards to appropriate agency.
3.2.2.	PROCESSES PROMOTION ACTION. Reviews appropriate roster, verifies eligibility; prepares documentation; and forwards to MPF.
3.2.3.	PROCESSES RETRAINING REQUEST.
3.3.	MANAGES QUALITY FORCE ACTION.
3.3.1.	PROCESSES NONJUDICIAL ACTION.
3.3.1.1.	PROCESSES CERTIFICATION OF LINE OF DUTY DETERMINATION.
3.3.1.2.	PROCESSES LETTER OF INDEBTEDNESS.
3.3.1.3.	PROCESSES LETTER OF REPRIMAND.
3.3.1.4.	PROCESSES ADMINISTRATIVE DEMOTION.
3.3.2.	PROCESSES OFFICER PERFORMANCE REPORT RATEE/RATER INFORMATION ROSTER.
3.4.	PERFORMS UNIT PERSONNEL ADMINISTRATION (NON UTA).
3.4.1.	COORDINATES COMMANDER’S CALL PROGRAM.
3.4.1.1.	PROVIDES INPUT FOR AGENDA.
3.4.1.2.	COORDINATES COMMANDER’S CALL. Arranges time, location, attendees, and special equipment requirements.
3.4.2.	MANAGES PHYSICAL FITNESS PROGRAM.
3.4.2.1.	ADMINISTERS ANNUAL PHYSICAL FITNESS MAKE-UP TEST. Schedules test; annotates result on squadron roster, evaluates time; and identifies failure.
3.4.2.2.	CONDUCTS WEIGHT CHECK. Weighs individual; evaluates weight; and annotates result on squadron roster, assignment or PME notification brief.
3.4.2.2.1.	CONDUCTS WEIGHT CHECK UPON ASSIGNMENT NOTIFICATION.
3.4.2.2.2.	CONDUCTS WEIGHT CHECK UPON REQUEST BY COMMANDER.

3.4.2.3.	CONDUCTS BODY FAT MEASUREMENT (BFM). Measures individual, annotates result, identifies failure, and places failed individual on weight control program.
3.4.3.	ADMINISTERS WEIGHT CONTROL PROGRAM.
3.4.3.1.	ESTABLISHES OR UPDATES CASE FILE.
3.4.3.2.	CONDUCTS PERIODIC BFM MAKE-UP. Measures individual and annotates result.
3.4.3.3.	REVIEWS ROSTER. Reviews weight management roster for accuracy, makes appropriate correction, and returns to MPF.
3.4.4.	ACTS AS UNIT WORKDAY CONTROL MONITOR.
3.4.4.1.	PREPARES LETTER REQUESTING WORKDAYS.
3.4.4.2.	COORDINATES WITH BASE WORKDAY MONITOR ON UNIT WORKDAY BALANCE.
3.4.4.3.	MONITORS STATUS AND FOLLOWS UP.
3.4.4.4.	BRIEFS COMMANDER ON WORKDAY AVAILABILITY. Briefs commander on availability of workdays for annual training, special training, proficiency training, exercises, and unit training assembly preparation period training.
3.4.4.5.	COORDINATES WITH APPROPRIATE WORK CENTER.
3.4.4.6.	COORDINATES WITH ADMINISTRATIVE CLERK FOR ORDER PREPARATION.
3.4.4.7.	MAINTAINS WORKDAY RECORD.
3.4.5.	MANAGES SECURITY PROGRAM.
3.4.5.1.	PROCESSES AUTOMATED SECURITY CLEARANCE APPROVAL SYSTEM ROSTER.
3.4.5.2.	PREPARES PERSONNEL SECURITY INVESTIGATION (PSI) DOCUMENT.
3.4.5.2.1.	PREPARES DD FORM 398, *PERSONNEL SECURITY QUESTIONNAIRE*, OR DD FORM 398-2, *DOD NATIONAL AGENCY QUESTIONNAIRE*.

3.4.5.2.2.	PREPARES AF IMT 2583, *REQUEST FOR PERSONNEL SECURITY ACTION*.
3.4.5.2.3.	PREPARES DD FORM 1879, *DOD REQUEST FOR PERSONNEL SECURITY INVESTIGATION*.
3.4.5.3.	PROCESSES PSI PACKAGE. Processes package and forwards to security police; makes correction as required. Maintains tracer and suspense file.
3.4.5.4.	MONITORS SCHOOL ATTENDANCE AND DEPLOYABLE STATUS FOR INDIVIDUAL RESTRICTED BY LACK OF SECURITY CLEARANCE.
3.4.6.	ADMINISTERS UNIT ORIENTATION PROGRAM. Schedules and prepares orientation material.
3.4.7.	MANAGES DEPENDENT CARE PROGRAM.
3.4.7.1.	PERFORMS PROGRAM AUDIT. Compares automated listing to AF IMT 357, *Family Care Certification,* on file; detects error; corrects error, and notifies MPF of change.
3.4.7.2.	PREPARES FOR BRIEFING. Prepares briefing material for annual Dependent Care Briefing.
3.4.7.3.	PREPARES LETTER TO CARE PROVIDER. Prepares letter to care provider and files copy of letter.
3.4.8.	MANAGES CONTINGENCY PROGRAM TO ENSURE READINESS OF ASSIGNED PERSONNEL.
3.4.8.1.	REVIEWS ELIGIBILITY ROSTER. Reviews roster, analyzes data, determines eligibility, and briefs commander.
3.4.8.2.	INPUTS INFORMATION INTO STATUS OF READINESS AND TRAINING SYSTEM (SORTS).
3.4.8.3.	MONITORS SORTS ROSTER AGAINST PHYSICAL PROFILE.
3.4.9.	PROCESSES REPORT. Processes report by researching, analyzing, consolidating, preparing, and forwarding report to appropriate agency.
3.4.9.1.	PROCESSES REPORT TO THE ADJUTANT GENERAL.
3.4.9.2.	PROCESSES REPORT TO HIGHER HEADQUARTERS.
3.4.9.3.	PREPARES/PROCESSES UNIT INFORMATION BULLETIN/NEWSLETTER

3.4.9.3.1.	PREPARES/PROCESSES UTA INFORMATION BULLETIN. Gathers information, formats, edits, prints, assembles, and distributes information bulletin in preparation for UTA.
3.4.9.3.2.	PREPARES/PROCESSES UNIT NEWSLETTER. Gathers information, formats, edits, prints, assembles, and transports to mailroom or Post Office.
3.4.9.4.	PROCESSES CAREER COUNSELING ROSTER.
3.4.9.5.	PROCESSES UNIT PERSONNEL MANAGEMENT ROSTER, UNIT MANPOWER DOCUMENT, AND SUPPORT PERSONNEL MANNING DOCUMENT.
3.4.9.6.	MONITORS UNIT STRENGTH SUMMARY REPORT.
3.4.9.7.	PROCESSES PHYSICAL/DENTAL EXAMINATION ROSTER.
3.4.9.8.	PROCESSES IMMUNIZATION ROSTER.
3.4.9.9.	PROCESSES UNIT INFORMATION ROSTER (ALPHA).
3.4.9.10.	PROCESSES DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM ROSTER.
3.4.9.11.	PROCESSES OTHER ROSTER.
3.4.10.	MANAGES UNIT MORALE AND WELFARE PROGRAM.
3.4.10.1.	CONDUCTS UNIT RECOGNITION PROGRAM. Establishes selection criteria; solicits nomination selects board member schedules board, notifies nominee; convenes board; reviews recommendation; approves selection; prepares notification; and forwards to selectee.
3.4.10.2.	MONITORS UNIT RECREATION PROGRAM. Oversees athletic monitor and ensures adequate sports equipment is available to support the unit program.
3.4.10.3.	ESTABLISHES UNIT COUNCIL OR BOARD. Verifies eligibility; coordinates with appropriate personnel; prepares notification of appointment when required, appoints member, monitors output; and takes appropriate follow-up action.
3.4.10.4.	MANAGES FAMILY SUPPORT PROGRAM. Plans and prepares agenda for Family Support Program meeting. Arranges facilities, coordinates attendance, and prepares newsletter input.
3.4.11.	OPERATES COMPUTER SYSTEM.

3.4.11.1.	OPERATES PC III.
3.4.11.1.1.	REQUESTS SECURITY CLEARANCE TRACER ACTION.
3.4.11.1.2.	UPDATES INDIVIDUAL’S ADDRESS/TELEPHONE DATA.
3.4.11.1.3.	REQUESTS/PRINTS ROSTER.
3.4.11.2.	OPERATES CAMS.
3.4.11.2.1.	INPUTS NEW UNIT PERSONNEL INTO CAMS.
3.4.11.2.2.	DELETES SEPARATED PERSONNEL FROM CAMS.
3.4.11.2.3.	CHANGES RANK, DUTY POSITION, AIR FORCE SPECALITY CODE AND/OR SUPERVISOR.
4.	ADMINISTRATION.
4.1.	TYPES CORRESPONDENCE OT FORM.
4.1.1.	TYPES LETTER.
4.1.2.	TYPES MESSAGE.
4.1.3.	TYPES REPORT.
4.1.4.	TYPES PLAN, SCHEDULE OR ROSTER.
4.1.5.	TYPES CIVILIAN POSITION DESCRIPTION.
4.1.6.	TYPES CIVILIAN PERFORMANCE PLAN.
4.1.7.	TYPES CIVILIAN PERFORMANCE REPORT.
4.1.8.	TYPES ENDOESEMENT TO CIVILIAN EVALUATION.
4.1.9.	TYPES CIVILIAN AWARD.
4.1.10.	TYPES ENLISTED PERFORMANCE REPORT (EPR).
4.1.11.	TYPES OFFICER PERFORMANCE REPORT (OPR).
4.1.12.	TYPES OFFICER/ENLISTED/DECORATION.
4.1.13.	TYPES STATISTICAL DATA.

4.1.14.	TYPES UNIT AWARD SUBMISSION. Types Outstanding Unit Award, Officer, Airman and Non-Commissioned Officer of the Quarter/Year nomination, etc.
4.2.	ARRANGES TRAVEL.
4.2.1.	PREPARES/PROCESSES TRAVEL ORDER.
4.2.1.1.	RECEIVES AND REVIEWS REQUEST FOR ORDER.
4.2.1.2.	PREPARES ORDER.
4.2.1.3.	DISTRIBUTES ORDER.
4.2.1.4.	MAINTAINS ORDER RECORD.
4.2.1.4.1.	FILES ORDER.
4.2.1.4.2.	LOGS ORDER.
4.2.2.	ARRANGES TRAVEL AND/OR BILLETING.
4.2.3.	PICKS UP TRAVEL ORDER AND REQUIRED TICKET.
4.2.4.	AMENDS, RESCINDS OR REVOKES PUBLISHED ORDER.
4.2.5.	CANCELS TRAVEL AND/OR BILLETING.
4.2.6.	LOGS ADMENDMENT, RESCISSION OR REVOCATION ORDER.
4.2.7.	FILES ADMENDMENT, RESCISSION OR REVOCATION ORDER.
4.3.	PROCESSES UNCLASSIFIED DISTRIBUTION.
4.3.1.	PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution. Picks up message at communications center and distributes.
4.3.2.	PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container; places outgoing correspondence in envelope or container; affixes outside address, return address and postage; places in outbound receptacle or delivers to pick-up point.
4.4.	MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE.
4.4.1.	ESTABLISHES FILE. Researches new regulation, amends file plan, prepares file control label and prepares new file folder.

4.4.2.	UPDATES FILE. Reviews file for currency, updates file plan, updates file control label and updates file guide and folder label.
4.4.3.	FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying and inserting file. Removes correspondence for reference, researches and refiles correspondence.
4.4.4.	INSPECTS CORRESPONDENCE FILE/REVIEWS FOR DISPOSAL. Inspects unclassified correspondence file in accordance with AFMAN 37-123, *Management of Records*. Separates active file from inactive, prepares material for transfer to staging area and stores material for disposal.
4.4.5.	DISPOSES OF RECORD. Disposes of material within the work center in accordance with AFI 37-138, *Records Disposition, Procedures, and Responsibilities*.
4.4.6.	MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status and annotates completed action.
4.5.	MANAGES PUBLICATION FILE.
4.5.1.	REVIEWS BULLETIN. Reviews Publishing Bulletin, ensures required item released for distribution has been received and notifies base Publications Distribution Office (PDO) of non-receipt when necessary. Corrects Automated Publications Management Program (APMP) database as necessary.
4.5.2.	MAINTAINS INDEX. Updates index with new publication or publication change.
4.5.3.	ORDERS PUBLICATION. Reviews and verifies request for publication, prepares and processes request or inputs data in APMP. Files record copy.
4.5.4.	REQUESTS FOLLOW-UP/TRACER ACTION. Completes follow-up/tracer action on backorder item and forwards to PDO.
4.5.5.	FILES NEW, UPDATED, OR RECURRING PUBLICATION. Receives, reviews, and files publication.
4.5.6.	POSTS AND FILES SUPPLEMENT OR CHANGE. Posts and files supplement or change to existing publication.
4.5.7.	CONDUCTS REQUIRED INVENTORY. Conducts inventory of publication library and corrects APMP database, if necessary.
4.5.8.	ADVISES OF MAJOR CHANGE/RECEIPT. Advises management of major change or receipt of publication affecting operation.

4.6.	MAINTAINS BLANK FORM STOCK. Determines requirement, prepares request, and forwards to PDO. Receives, distributes, and files form. Requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded form.
4.7.	MANAGES UNIT RECORDS MANAGEMENT PROGRAM.
4.7.1.	MAINTAINS THE FILES MAINTENANCE AND DISPOSITION PLAN, FOR EACH OFFICE OF RECORD.
4.7.2.	PERFORMS STAFF ASSISTANCE VISIT (SAV) TO UNIT OFFICE OF RECORD.
4.7.3.	PROVIDES GUIDANCE TO WORK CENTER PERSONNEL.
4.7.4.	MAKES RECORDS INFORMATION MANAGEMENT SYSTEM CHANGE TO THE FILES MAINTENANCE AND DISPOSITION PLAN.
4.7.5.	MONITORS AND COORDINATES CHANGE IN GOVERNING REGULATION REGARDING RECORDS MANAGEMENT WITH AFFECTED OFFICE OF RECORD.
4.8.	MAINTAINS PERSONNEL TIME AND ATTENDANCE RECORD.
4.8.1.	PROCESSES CIVILIAN LEAVE ACTION.
4.8.1.1.	PROCESSES CIVILIAN LEAVE FORM. Receives and files civilian leave form.
4.8.1.2.	ANNOTATES TIME AND ATTENDANCE FORM. Records information on form, obtains initial and authorized signature, and forwards to appropriate agency.
4.8.2.	PROCESSES MILITARY LEAVE ACTION.
4.8.2.1.	PROCESSES AF IMT 988, *LEAVE REQUEST/AUTHORIZATION*.
4.8.2.2.	MAINTAINS LEAVE RECORD.
4.9.	ORDERS OFFICE SUPPLY AND EQUIPMENT.
4.9.1.	DETERMINES ITEM REQUIREMENT.
4.9.2.	ORDERS STOCK LISTED ITEM.
4.9.3.	ORDERS LOCAL PURCHASE ITEM.

4.9.4.	RECEIVES SUPPLY AND EQUIPMENT.
4.9.5.	STORES EXPENDABLE SUPPLY.
4.10.	OPERATES COPIER/FACSIMILE MACHINE.
4.10.1.	OPERATES OFFICE COPYING MACHINE. Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.
4.10.2.	PROCESSES INCOMING/OUTGOING FACSIMILE PRODUCT.
4.11.	MAINTAINS OFFICE EQUIPMENT. Performs daily user maintenance, arranges for service, and maintains usage log/count for rental equipment.
4.12.	MANAGES OFFICE COMMUNICATION.
4.12.1.	POSTS WALL CHART OR BULLETIN BOARD. Sorts, arranges, erases, and removes existing data; posts new data to wall chart or bulletin board.
4.12.2.	INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message, or researches requested information and provides response.
4.12.3.	ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.
5.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.
6.	UNIT TRAINING ASSEMBLY (UTA). Performs planning and scheduling task associated with preparation for UTA.
7.	INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA, *Standard Indirect Description*, for the standard indirect description.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC Electronics Countermeasures/FAC 43A0T3		**APPLICABILITY MANHOUR RANGE 456.86 – 761.44**					
Air Force Specialty Title	**AFSC**	**Grade**	**Manpower Requirement**				
Personnel Superintendent	3S091	AGR	1	1	1	1	
Personnel Craftsman	3S071	AGR	0	1	1	1	
Personnel Journeyman	3S051	AGR	0	0	1	2	
Education and Trng Craftsman	3S271	AGR	1	1	1	1	
Admin Tech IV (State Employee)	N/A	N/A	1	1	1	1	
Total			3	4	5	6	

NOTE. AFSCs may be adjusted at the discretion of the Commander.